

**BY ORDER OF THE COMMANDER
HOLLOMAN AIR FORCE BASE**

**HOLLOMAN AIR FORCE BASE
INSTRUCTION 34-203**



25 FEBRUARY 2014

Services

**PRIVATELY OWNED VEHICLE (POV)
SALES AREA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

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OPR: 49 FSS/FSCT

Certified by: 49 FSS/CC
(Lt Col Caryn L. Kirkpatrick)

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This publication implements Air Force Policy Directive (AFPD) 34-2, *Managing Nonappropriated Funds*. This instruction establishes procedures and responsibilities governing the use of the POV sales area on Holloman by military personnel, their dependents, and civilian personnel stationed or employed by the government at this installation and retired military personnel residing in the Tularosa Basin. Personnel utilizing the POV sales area are advised that the transfer of ownership and money are solely the responsibility of the parties to the transaction. The U.S. Government and the U.S. Air Force are not parties to any transaction involving vehicles in the sales area, and are therefore not responsible for any of the legalities involved. Neither the U.S. Government nor the U.S. Air Force will act in the capacity of bailee for any POV and both disclaim responsibility for the theft of, or damage to, any vehicle while it is parked in the sales area. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rim.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Force Support Squadron Auto Hobby Shop (49 FSS/FSCTA), 280 First Street, Holloman AFB, NM 88330-8273.

SUMMARY OF CHANGES

Changed from a regulation to an instruction and from the 215 series to the 34 series.

1. Terms Explained:

1.1. Privately Owned Vehicle - this term pertains primarily to privately owned automobiles, but for the purpose of this instruction is expanded to include other privately owned wheeled vehicles; for example, motorcycles, boats on trailers, small travel trailers and recreational vehicles.

1.2. Dependent - any dependent utilizing the POV sales in their own behalf must be legal owner of and possess valid registration papers for the vehicle being offered for sale.

2. Location of POV Sales Area. The sales area for privately owned vehicles will be in an area designated by the 49th Mission Support Group Commander.

3. Responsibilities and Procedures. Each person utilizing the POV sales area will complete a "Disclaimer and Acknowledgment Statement" (AF Form 2519, **General Purpose Checklist**, overprint) obtained from the Auto Hobby Shop (49 FSS/FSCTA), Building 231, and will ensure their vehicle:

3.1. Is operational and has a current registration. Owner shall provide two sources of contact information to the Auto Hobby Shop prior to placement of vehicle in the POV sales area.

3.2. Is covered by sufficient insurance to cover the full cost of any damage or loss to the vehicle while that vehicle is located at/in the POV sales area. If sufficient insurance is not carried for whatever reason, a waiver of right to claim must be executed before the vehicle is placed in the sales area (AF Form 2519 overprint). The USAF assumes no responsibility for any damage or loss to the vehicle while it is in the sales area.

3.3. The Auto Hobby Shop, (49 FSS/FSCTA), Building 231, will monitor and administer the program and sales area to ensure that provisions of this regulation are met. The Auto Hobby Shop (49 FSS/FSCTA), Building 231, will provide "FOR SALE" signs to personnel utilizing the POV sales area. The "FOR SALE" sign will at a minimum indicate the owners: name, phone number and the date the vehicle was placed in the sales area. Vehicles parked in the sales area that do not comply with provisions of this regulation will be reported to the 49th Security Forces for impoundment action.

ANDREW A. CROFT, Col, USAF
Commander, 49th Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 34-2, *Managing Nonappropriated Funds*, 21 June 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

No forms prescribed.

Adopted Forms

No adopted forms.

Abbreviations and Acronyms

49 FSS/FSCTA—49th Force Support Squadron Auto Hobby

49 FSS/CC—49th Force Support Squadron Commander

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

RV—Recreation Vehicle

TDY—Temporary Duty